

**MINUTES**  
City of Huntington Beach  
**PERSONNEL COMMISSION**  
**09/15/10**

Pending approval by Personnel Commission at the meeting on 10/20/10  
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

**CALL TO ORDER**

Chairperson Barton called the Commission meeting to order at 5:30 PM.

**ROLL CALL**

Commissioners present: Barton, Bush, Clemens, Elford, Garner, Inglee, and Lipson

Commissioners absent:

Others Present: Michele Carr, Director of Human Resources  
JoAnn Diaz, Principal Human Resources Analyst  
Sandy Henderson, Administrative Aide

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

A motion was made by Commissioner Bush and seconded by Commissioner Elford to approve the minutes for the September 16, 2009 meeting (passed 7:0).

**PUBLIC HEARING**

None

**COMMISSION GOALS FOR THE COMING YEAR**

Chair Barton requested a summary of the job description review cycle. Ms. Carr responded that staff is in the process of reviewing job descriptions for consistency of wording across the spectrum of classifications. Ms. Carr replied to questions regarding the process explaining the review is performed internally using objective criteria and guidelines. She added we also access a database of other Orange County cities job specifications for consistency of requirements for education, training, and experience. Chair Barton requested an updated report of the job description review status for the next meeting.

**LABOR RELATIONS UPDATE**

Ms. Carr stated the City has successfully negotiated several amendments in order to gain financial concessions so the impact on our budget would be minimized. She reported the 2009 holiday closure was successful and will likely be repeated this year. In addition, MEA, MEO, PMA, POA, FMA, and NA have picked up an additional 2% of the CalPERS employee rates. HBFA elected to defer a 2% raise in lieu of the CalPERS pick up. Every group has contributed something to try to reduce costs.

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**SECRETARY'S REPORT**

Discussion ensued during review of the Budget Update, PARS Retirements, and Executive Compensation reports.

Ms. Carr responded to questions regarding the transition of duties in regards to the PARS retirement incentive. She explained each department director worked with the City Administrator to determine which retirees would be considered necessary to return in a part-time capacity to allow transitional time in an effort to ensure the workflow was continuous. Ms. Carr explained that returning retirees are allowed to work a maximum of 960 hours within a CalPERS fiscal year.

Commissioner Bush inquired if Council members receive compensation for serving on boards other than the City Council. Ms. Carr will check and provide the information.

Ms. Carr responded to various questions regarding executive compensation increases, housing assistance loans, take home vehicles, and auto allowance. This information was available via the City of Huntington Beach website (in response to compensation issues raised in the City of Bell).

**COMMENTS FROM COMMISSIONERS**

Commissioner Lipson inquired about the annex of Sunset Beach the effect on the City budget. Ms. Carr replied that Sunset Beach has not yet been annexed; therefore the hard data is not available to estimate the anticipated revenue.

Commissioner Garner appreciated the extra effort and the information provided.

Commissioner Clemens announced she is officially running for the Huntington Beach Union High School District Governing Board.

Commissioner Bush inquired into the determination of grievances; Ms. Carr explained Human Resources role in the process is to attempt to resolve the issue prior to it being filed as a grievance.

Commissioner Lipson inquired regarding Human Resources role in the discipline determination in the Police Department. Ms. Carr explained that Human Resources confers with the Police Department in conjunction with the City Attorney's office.

**INFORMATION ITEMS**

~~Discussion ensued regarding a prior grievance matter and a memo from the City Attorney.~~ Commissioners discussed a request from Attorney Gregory Petersen to meet with the Personnel Commission and be placed on the agenda regarding the prior January 2010 hearing in which he represented Police Officers Reed and Paholski. Petersen and the Officers allege the city has not implemented required corrective action ordered by the Administrative Law Judge and sustained by the Personnel Commission

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on behalf of the Officers and the city and Chief of Police has further retaliated against the Officers. The City Attorney submitted a written memorandum asking that the Commission not look into the matter. The Commission ordered that the October 20th agenda include a closed-session meeting with Attorney Gregory Petersen to discuss the allegations. Discussion ensued about a prior telephone discussion between the City Attorney and Commission Barton in which the City Attorney stated that no other actions have been taken or are in process regarding the Officers and that corrective action had been fully implemented.

**ADJOURNMENT**

The meeting adjourned at 6:37 PM to the next regularly scheduled meeting of October 20, 2010.